

MINUTES
CORRECTIONS STANDARDS AUTHORITY MEETING
THURSDAY, SEPTEMBER 10, 2009
600 BERCUT DRIVE
SACRAMENTO, CA 95811
(916) 445-5073

Meeting held at: Corrections Standards Authority, 660 Bercut Drive, Sacramento, CA 95811

Mr. Matthew Cate, Chair, welcomed everyone to the September 10, 2009 Corrections Standards Authority (CSA) meeting. Mr. Cate asked everyone to stand for the pledge.

Mr. Cate asked Ms. Krysten Meyer, Executive Assistant to call roll.

The following members were in attendance:

Mr. Cate	Ms. Silva	Mr. Ingrassia	Mr. Adams
Mr. Kernan	Mr. Ryan	Ms. Silbert	Mr. Townsy
Mr. Warner	Mr. Baca	Ms. Biondi	Ms. McBrayer
Ms. Arnold	Ms. Penner	Ms. Epps	

ABSENCE OF BOARD MEMBERS

Ms. Krysten Meyer announced the absences of the Board members and the reason for their absence.

Mr. Prieto, Ms. Bates and Ms. Campbell had prior commitments. There was a quorum.

Mr. Wilson, Executive Director, CSA, provided the Board with an update.

A: PRESENTATIONS:

STATUS REPORT FROM THE STATE ADVISORY COMMITTEE ON JUVENILE JUSTICE AND DELINQUENCY PREVENTION (AGENDA ITEM A-1)

Shalinee Hunter provided an update of recent activities conducted by the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). Pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act each participant state must establish a State Advisory Group (SAG), known in California as the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP), to receive Title II Formula Grant (Title II) funds. Title II funds support state and local delinquency prevention and intervention efforts and juvenile justice system improvements. The SAG/SACJJDP mandated responsibilities as detailed in the JJDP Act include: Participation in the development and review of the State's Comprehensive Three year Plan for Juvenile Justice; Review of grant applications; Providing recommendations

regarding the State's compliance with the four core protections of the JJDP Act (Jail Removal; Deinstitutionalization of Status Offenders; Sight and Sound Separation of adults from juveniles; and Disproportionate Minority Contact (DMC)); and Review of the progress of projects funded under the State plan. As specified in JJDP Act, each state's SAG must consist of 15 to 33 members with special knowledge or training concerning the prevention and treatment of juvenile delinquency and administration of juvenile justice, including youth members (under the age of 24 at the time of appointment) and members that have been under the jurisdiction of the juvenile justice system (See Attachment A for membership roster). In carrying out its responsibilities, California's SACJJDP serves as an Executive Steering Committee (ESC) of the Corrections Standards Authority (CSA). In this role the SACJJDP is often tasked with oversight of administering competitive Request for Proposals (RFP) including the development of the technical eligibility requirements, rating criteria and the evaluation process for the RFP. Consistent with the ESC process, the CSA makes final funding decisions based on recommendations from the SACJJDP. Due to the complexity of assigned tasks, the SACJJDP has established three subcommittees or workgroups to ensure that subject matter expertise and resources are well positioned. The DMC, Executive, and Planning Subcommittees were established to work through both difficult and sensitive juvenile justice issues on behalf of the SACJJDP. The DMC Subcommittee simultaneously developed two RFPs that were released July 20, 2009. The Enhanced DMC Technical Assistant Project II RFP will award \$3 million over three years to support probation departments in the identification of the overrepresentation of youth of color in the juvenile justice system. The DMC Support Project RFP will award \$2.1 million over three years requiring broad system reform through support of existing countywide activities aimed at reducing racial/ethnic disparities and disproportionality. With guidance from its Planning Subcommittee, in January 2009 the SACJJDP successfully submitted annual applications for the three federal funding streams administered by the CSA: Title II, Title V Community Prevention Grant (Title V), and the Juvenile Accountability Block Grant (JABG). Applications were approved by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in spring 2009; however, the CSA just recently received official notification of the final award amounts for Federal Fiscal Year (FFY) 2009:

- Title II FFY 2009 award – \$7,272,000;
- JABG FFY 2009 award – \$4,637,300; and
- Title V FFY 2009 award - \$33,486.

California's award for both Title II and JABG increased slightly in comparison to the previous year, while Title V funding levels remained steady. The SACJJDP will develop funding recommendations consistent with previously identified priority areas (Alternatives to Detention; DMC; Evidence-based Programming; Restorative Justice; and Holistic Approaches to Offender Counsel) for the CSA to consider in the near future. California's federal monitor from the OJJDP recently conducted a weeklong annual site monitoring visit of the grant funds awarded to our state. The visit began August 17, 2009 and included coordination with the state Department of Alcoholic Beverage Control which administers the Enforcing the Underage Drinking Laws grant awarded by the OJJDP. This visit afforded the SACJJDP and CSA staff opportunity to showcase a cross section of exemplary programming occurring in California and while the monitor's comments were extremely positive, staff looks forward to sharing word of the official

comments once the final report is received in coming months. In coming months the SACJDP will work to further develop a communication plan that will support its advisory role with regard to statewide juvenile justice policy. This will include engagement with various state and local stakeholder agencies and decision makers, as well as taking positions on relevant legislation when appropriate. As the committee continues to fulfill its role and responsibilities, regular updates will be provided to the CSA.

Mr. Cate asked for comments from the Board. There were none.

PROBATION OFFICER CORE COURSE REVISION (AGENDA ITEM A-2)

Kasey Stevens presented this item which provides information on the Probation Officer (PO) Core Course Revision project currently being conducted by the Corrections Standards Authority's (SCA) Standards and Training for Corrections (STC) division. The PO Core Course provides basic training to newly hired entry-level Probation Officers. The training is intended to provide Probation Officers with the skills and knowledge necessary to perform the job at the level of competence expected of a Probation Officer in the first year of employment. STC develops the PO Core Course to provide a framework which is flexible in order to meet the needs of Probation Departments across California. Providers then use this basic framework to develop a PO Core Course to not only meet STC's requirements but they can also tailor the course to meet the needs of specific agencies. The PO Core Course in use today was implemented in 1999. In order to update the course and incorporate any changes in the field of probation over the last ten years, STC began the process of revising the PO Core Course in February 2009. The revision will incorporate empirically-based research of the Probation Officer job through a variety of means including surveys, focus groups and task force meetings with supervisors, managers, Chief Probation Officers, trainers, providers, training managers, and subject matter experts. The results of the research will be incorporated in the revised PO Core Course to better meet the training needs of entry-level Probation Officers across California. The PO Core Course Revision has been divided into the following three phases: initial information gathering, curriculum revision, and review and distribution. On June 2, 2009 a presentation which reviewed the research that will be conducted within the three revision phases was provided to representatives of the Chief Probation Officers of California (CPOC). The following CPOC representatives were in attendance: CPOC President Chief Don Meyers (Sacramento County), Chief Steve Bordin (Colusa County), and CPOC Policy Director Jane Pfeifer. The representatives in attendance expressed appreciation for the process which will be used to revise the PO Core Course and offered support and cooperation throughout the revision. Throughout the revision, STC will continue to interact with Chief Probation Officers in cooperation with CPOC. The initial information gathering phase was initiated in March of 2009. During this phase, information about the PO Core Course and the Probation Officer job was incorporated from the following sources: 2002 job analysis, core course evaluations, content review of STC certified core courses in excess of the minimum required hours, and constituent surveys. The constituent surveys were developed to obtain feedback about the 1999 curriculum and identify new topics, knowledge or skills which need to be added to the core course. Surveys were distributed in April and May to Chief Probation Officers, recent PO Core graduates, supervisors, managers, training managers, training providers, and instructors. The results of the information gathering phase, including the constituent

survey results will be used throughout the curriculum revision phase. A task force meeting held on July 14th and 15th, 2009 kicked off the curriculum revision phase. Task force members consisted of eleven supervisors, eight managers, and one Chief Probation Officer who were selected to represent the probation departments across California in terms of location and size. Additionally, task force members were selected to balance adult, juvenile, field, and court assignments. These task force members identified the tasks and topics which will be included in the revised PO Core Course. As a result of this task force, evidence-based practices and disproportionate minority contact are topics which will be added to the revised PO Core Course. A task force meeting is scheduled for September 2, 2009. Task force members will sort core tasks into groups of related tasks which can be taught together and form the basis of an instructional module. STC is also working in collaboration with CPOC to coordinate a panel of Chief Probation Officers to review the results of the July 14th and 15th task force meeting. The purpose of the review is to incorporate the feedback and concerns of Chief Probation Officer into subsequent task force meetings. This Chief Panel Review is tentatively planned to occur in September 2009. Upon completion of the Chief Panel Review, STC will begin the development of the knowledge skill maps and course objectives for the revised PO Core Course. These task force meetings are expected to commence in late September and continue into October of 2009. Once the course objectives are developed, the final step of the curriculum revision phase will consist of developing testing specifications and sequencing the course objectives. This work will occur during a task force meeting tentatively scheduled for November 2009. In December of 2009, the sequenced course objectives and testing specifications will be pulled together in a draft of the revised curriculum. In order to finalize the draft curriculum, STC will facilitate a review panel consisting of Chief Probation Officers, PO Core Course Providers, and instructors. Chief Probation Officers assisting in the review will be solicited in cooperation with CPOC. Feedback received by the panel will be incorporated into the final revised PO Core Course Curriculum tentatively scheduled for release in January 2010. There will be a one year phase in period in order to accommodate the STC course certification process. In addition to the research described above research is planned to improve the defensive tactics portion of the revised PO Core Course. Research is planned to investigate the common elements of the use of force policies of probation departments across California in order to ensure the revised PO Core Course includes the common defensive tactics which meet the needs of probation departments across the state. This research is scheduled to occur in tandem with the development of the course objective described above. The results of the research will be used to develop the course objectives for the defensive tactics portions of the revised PO Core Course. STC will diligently strive to meet the delivery dates described above throughout the revision process. To date, the shortened work weeks caused by three furlough days a month has had a minimal impact to the PO Core Course revision. However, the shortened work weeks may be a factor in the revision schedule in the future.

Mr. Cate asked for comments from the Board.

Ms. McBrayer thanked CPOC for including DMC in the Core Training.

Mr. Cate asked for further comments. There were none.

**FACILITIES CONSTRUCTION FINANCING PROGRAM STATUS UPDATE OF
CONDITIONAL AWARDS (AGENDA ITEM A-3)**

Melinda Ciarabellini presented this agenda item which provides the status of the conditionally funded SB 81 Juvenile Construction projects and provides an update as to whether any of the counties left on the eligible funding list have expressed interest in the remaining one million, four-hundred seventy-three thousand, four hundred and nine dollars (\$1,473,409) in unallocated state funds. The agenda item before you provides a background and status-to-date of the Board's previous actions awarding conditional funding under the SB 81 Local Youthful Offender Rehabilitative Facilities Construction Financing Program. The most recent action taken by this Board was at the July 16, 2009 meeting wherein the Board authorized shifting \$1,050,000 dollars from the medium county set-aside to the small county set-aside in order to fully fund Shasta County's project, which previously had only a partial conditional award. This action left approximately \$1.4 million dollars in unallocated state funds in the medium county set-aside. Also at the July 16, 2009 meeting the Board directed staff to contact the counties that remain on the ranked ordered list which are; Santa Clara, Riverside, Los Angeles, Humboldt, Yolo and Colusa, to ask whether they would be interested in accepting the remaining \$1.4 million dollars in state funds given the requirement to complete the full scope of work and commit to the full amount of county matching funds as stated in their SB 81 construction project proposals. Staff has confirmed that all six counties are not interested in the remaining \$1.4 million dollars as the gap between what the counties requested and the remaining \$1.4 million was too great for the counties to make up the difference and complete their projects as submitted. All six counties appreciated being contacted and expressed their desire to remain on the eligible funding list in case additional state funding is reverted and becomes available at a later time.

Mr. Cate asked if there were any questions or comments from the Board. There were none.

B: CONSENT CALENDAR:

APPROVAL OF THE MINUTES OF THE JULY 16, 2009 MEETING,
SACRAMENTO COUNTY YOUTH DETENTION FACILITY UPDATE ON
CROWDING, & LOS ANGELES JUVENILE HALLS UPDATE ON CROWDING
(AGENDA ITEMS B-1, B-2, & B-3)

Mr. Cate asked for a motion to accept the consent calendar agenda items B-1, B-2, and B-3.

A motion to accept the items B-1, B-2, and B-3 on the consent calendar was made by Mr. Ryan and seconded by Ms. Silbert. The motion carried.

C: DISCUSSION CALENDAR:

Connie Lucero presented this agenda item which requests approval of the Executive Steering Committee's (ESC) recommendation to enter into a three-year Interagency Agreement with the Administrative Office of the Courts (AOC) as a component of the Best Practices Approach Initiative (BPAI), funded with \$500,000 in federal Juvenile Accountability Block Grant (JABG) funds. At the July 16, 2009 meeting, the Corrections Standards Authority (CSA) Board approved an award of \$1.2 million in JABG funds to "Assessments.com" to support the implementation of the BPAI project. During discussion of the project, the Board was advised by staff that there would likely be an additional recommendation as part of a future agenda item related to the AOC's scope of work and participation in the BPAI. This future item would result from direction given to staff by the State Advisory Committee on Juvenile Justice Delinquency Prevention (SACJJDP) at its meeting July 8, 2009. At the direction of the SACJJDP, the ESC for this project was reconvened on August 5, 2009 to further review and define the Scope of Work for the AOC. The ESC determined that coordination with the judicial system was not only critical to the successful outcome of the BPAI project, but that this partnership also satisfied the federal mandate to engage the state's highest Office of the Court in federal grant activities. Additionally, the ESC also reaffirmed the importance of this joint venture with the AOC as their grant related activities will provide the ten (10) percent match requirement, approximately \$170,000 for the entire \$1.7 million BPAI project. Given these factors, the ESC recommended that \$500,000 of the federal funding set aside for the BPAI project be allocated to the AOC through an Interagency Agreement. The AOC will act as a supportive partner in numerous aspects of the BPAI project including conducting regional trainings with judicial personnel in the use of best practice approaches and supporting local judicial teams in integrating effectively with services delivered by the local probation departments that are transitioning into the use of evidence based practices. Additionally, the AOC will provide the legal support required for courts that implement evidence based practices in juvenile courts, as well as, review program evaluation assessment tools to determine the appropriateness and suitability for judicial branch programs. The AOC will dedicate one full time staff attorney, one half time research analyst, and one half time support staff to this project. Attached is the Scope of Work for the AOC as determined by the ESC on August 5, 2009. Please note this Scope of Work was also approved by the SACJJDP at their August 24, 2009 meeting.

Ms. Lucero asked if there were any questions.

Ms. Biondi asked who will select the three local courts that will get the intensive support services?

Ms. Lucero replied that it will be based on criteria that will be collected during the course of the project.

Ms. Biondi asked to be provided with the materials that are produced.

Ms. Lucero replied yes the committee will be provided regular updates.

Mr. Cate asked for further comments. There were none.

A motion to accept staff recommendations was made by Ms. McBrayer and seconded by Ms. Silbert. The motion carried.

YOUTH OFFENDER BLOCK GRANT

(AGENDA ITEM C-2)

Kim Bushard presented this agenda item which requests direction from the Board with respect to recent amendments to the Youthful Offender Block Grant (YOBG) Program. The item also requests permission to establish an Executive Steering Committee (ESC) to oversee development of the application and reporting requirements for the Youthful Offender Block Grant (YOBG) Program and appoint the committee Chair or Co-Chairs. Background: In 2007, the Legislature enacted Senate Bill (SB) 81 (Chapter 175), establishing the Youthful Offender Block Grant Program. The intent was to provide financial support to counties for non-707(b) wards, i.e., lower level offenders, who will no longer be sent to the Division of Juvenile Justice, but will instead be provided rehabilitative programs and services locally. Under the State's realignment concept, counties were deemed better suited to provide these services in the proximity of the youthful offender's family and community. Each county would receive an annual Block Grant amount based on a statutorily defined formula that considers a county's juvenile population and the number of juvenile felony dispositions. All counties were required to submit a Juvenile Justice Development Plan (JJDP) to Corrections Standards Authority (CSA) by January 1, 2008 outlining how they would spend their first-year YOBG funds. Although the funding continued and in fact increased year to year until Fiscal Year 2009-10 – the spending plan was only required for the first year. The law did not specify that a plan was required beyond the first year nor did it define an oversight role for CSA. However, on July 28, 2009, the Governor signed into law SBX4 13 which significantly changed the YOBG Program. As a result of this new legislation, counties will now receive funding in four equal installments rather than one annual lump sum. Also, beginning May 1, 2010, counties must now submit an annual Juvenile Justice Development Plan to CSA for approval prior to receipt and expenditure of the subsequent year's funding. This plan must identify the proposed expenditures and "...a description of the programs, placements, services, or strategies to be funded..." By October 1st of each year, counties must also submit a report to CSA that includes actual expenditures for the previous fiscal year as well as program performance outcomes for that year where applicable. CSA must summarize these county reports by March 15 of each year, submit the report to the Legislature, and place it on its website for public viewing. The new legislation further states that this annual plan must be submitted in a format developed and provided by CSA. When undertaking an effort such as this, the CSA has traditionally established an ESC comprised of subject matter experts to oversee the application and reporting requirements, and advise CSA during planning efforts. Historically ESC's have played an integral role in the design of new programs administered by CSA and we hope to continue this practice with the launch of YOBG Program. Staff requests that the Board appoint the Chair or Co-chairs for this committee and authorize staff to fill the remaining membership slots in consultation with the Chair or Co-Chairs with the understanding that the membership shall represent a well-balanced group of stakeholders and subject-matter experts.

Mr. Cate asked if the changes provide any accountability or consequences if the new mandates are not met.

Ms. Bushard replied that there is not a change in statute regarding consequences but that the original statute authorizes CSA to look at what counties are doing with their YOBG funds and to work with the Department of Finance and the State Controller's Office to withhold funds if they find a problem.

Ms. Biondi stated that much of the statute was unclear but that the legislative intent of the money was for rehabilitative services. In the new statute it says counties must submit a report in October, but does not specify a year, such as October 2010. She requested the CSA Board ask counties to inform CSA of what they did with the 2008-09 YOBG money by reporting that information in October 2009. She suggested that some time in October 2009 each department advise CSA of what they've done with the money.

Ms. Biondi stated that she does feel the Board should hear something before October 2010.

Ms. Penner replied that the needs for each county are very different and asking counties to report to CSA by October 2009 is unreasonable. She went on to say that the data collection and reporting process should be something meaningful and that she would be willing to be a part of the ESC.

Ms. Silbert stated that every county received money but not every county gave their money to probation.

Ms. Epps added that she feels it is unfair to ask counties to report by October 2009. She stated that she would be willing to participate in the ESC, and offered to serve as the Chair.

Ms. Biondi explained her interest in having counties report in October 2009 was to inform the ESC of how the 2008-09 YOBG money was used to assist them with future decision making. Ms. Biondi added that she would also be willing to participate on the ESC.

A motion to accept staff recommendations to establish an Executive Steering Committee was made by Ms. McBrayer and seconded by Ms. Silbert. The motion carried.

Ms. Biondi asked if the Board needs to approve the Chairs.

Mr. Wilson replied that yes, the Board does need to name the chairs.

A motion to appoint Linda Penner, Ms. Epps and Ms. Biondi as Co-Chairs was made by Ms. McBrayer and seconded by Ms. Silbert. The motion carried.

ADOPTION OF 2010 MEETING SCHEDULE (AGENDA ITEM C-3)

Mr. Wion presented this item which requests the adoption of the 2010 Board meeting schedule. In prior years, this document has included varying locations along with the proposed dates in an attempt to showcase new construction and/or programs that are funded or overseen by the CSA. Recent fiscal constraints, however, have prevented the meetings from taking place outside of Sacramento. Consequently, this agenda item only requests approval for specific dates. All meetings are intended to be held in Sacramento unless an opportunity arises for the Board to meet in another location, in which case the alternate venue will be properly noticed and scheduled. Pending schedule availability for members, staff makes the following recommendations regarding meeting dates for 2010.

Thursday, January 14, 2010

Thursday, March 11, 2010

Thursday, May 13, 2010

Thursday, July 8, 2010

Thursday, September 9, 2010

Thursday, November 18, 2010

Historically, the CSA has identified the second Thursday of the month as the meeting day. November 11, 2010 is Veterans Day, a State Holiday. Therefore, the following Thursday in November is identified as the meeting day.

Ms. Arnold had a conflict with the May date due to the Chief Probation Officers Meeting as well as the July date.

The meeting in May was changed to May 6, 2010.

The meeting in July was moved to July 15, 2010.

A motion to accept staff recommendations was made by Ms. Silbert and seconded by Ms. Biondi. The motion carried.

D: PUBLIC COMMENT:

Mr. Cate asked if there was any public comment. There was none.

Mr. Cate thanked staff for their work on behalf of the Board and called the meeting to a close.

Next meeting: Thursday, November 19, 2009 at 1:00 p.m. in Riverside, CA.

Meeting adjourned at 2:50 p.m.

Respectfully submitted,

Originally signed by

KRYSTEN MEYER
Executive Assistant
Corrections Standards Authority

ROSTER OF PERSONS IN ATTENDANCE

CSA Board Members

Mr. Cate, Secretary, CDCR
Mr. Kernan, Undersecretary, CDCR
Mr. Warner, Chief Deputy Secretary, Juvenile Justice
Mr. Baca, Sheriff, Los Angeles County
Ms. Epps, Supervising Probation Officer, San Bernardino County
Ms. McBrayer, Executive Director, The Children's Initiative
Mr. Ryan, Director, Division of Community Partnerships
Ms. Silva, Administrator (A), Department of Juvenile Justice
Ms. Penner, Fresno County Probation Department
Ms. Arnold, Siskiyou County Probation Department
Mr. Ingrassia, San Diego County Sheriff's Department
Ms. Biondi, Public Member
Ms. Silbert, Executive Director, Delancey Street Foundation
Mr. Adams, Yuba County Sheriff's Department
Mr. Townsy, Folsom State Prison

CSA Staff

Kurt O. Wilson, Executive Director
Krysten Meyer, Executive Assistant
Robert Takeshta, Deputy Director, CFC
Debbie Rives, Deputy Director, STC
Marlon Yarber, Deputy Director, CPP
Gary Wion, Deputy Director, FSO
Leslie Heller, Field Representative, CFC
Charlene Aboytes, Field Representative, CFC
Melinda Ciarabellini, Field Representative, CFC
Kim Bushard, Field Representative, CPP
Shaline Hunter, Field Representative, CPP
Kasey Stevens, Research Specialist, STC
Connie Lucero, Correctional Consultant, CPP
Toni Gardner, Field Representative, FSO
Rebecca Craig, Field Representative, FSO
Reizo Shibamoto, Information System Technician
Tina Perez, Information System Technician